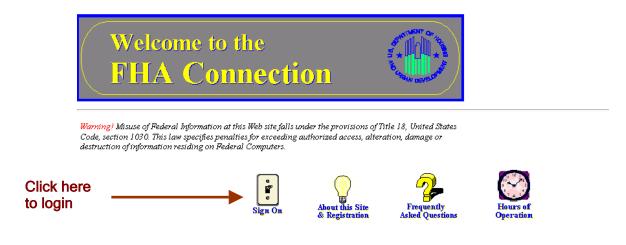
2.0 Accessing LASS for both Lenders & Auditors

The following section outlines how to gain access to LASS for the various role codes (IPA, Data Entry, Submitter).

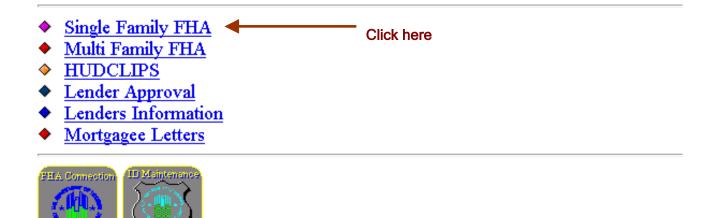
2.1 Accessing LASS as the Submitter (Lender)

- Step 1: Access FHA Connection by going to https://entp.hud.gov/clas/
- Step 2: Click on the 'Sign On' icon and enter the user's User ID and password in the pop-up box.

Note: Three incorrect login attempts will lock the user out and the user will need to have the password reset.



Step 3: Click on the 'Single Family' link from the list. See below.



Step 4: Click on 'Lender Assessment' from the Single Family Menu. Login box will popup asking the user for a User ID and password.

Message Boards Updated As Of: Single Family Origination Single Family Servicing Property Improvement/Manufactured Housing Lender Approval Lender Assessment Physical Assessment HMDA Data Submissions Neighborhood Watch Monday May 17, 2004 Thursday July 31, 2003 Monday April 05, 2004 Click here

Step 5: Enter in the same User ID and password that is used to access FHA Connection (Step 1).

Mortgagee Letters

Note: If the user receives an error message at this point stating the user ID is not set up correctly, the user has not been assigned the submitter role by the Application Coordinator. Reference Section 1.3.2 for instructions on how to assign the submitter role.

Step 6: Select the lender's firm name from the dropdown list and click 'Search'. See below.



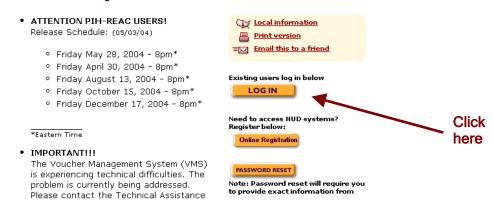
Note: After clicking 'Search' the user will be brought to the LASS inbox. These are the steps the user must follow each and every time the user wishes to access LASS.

2.2 Accessing LASS as the Auditor (Data Entry & IPA)

Step 1: Access Online Systems using http://www.hud.gov/offices/reac/online/reasyst.cfm

Step 2: Click on the 'LOG IN' button and enter the auditor's User ID and password in the pop-up box. See below.

Online Systems



Step 3: Click on the 'Continue' button on the warning page. See below.

Legal Warning

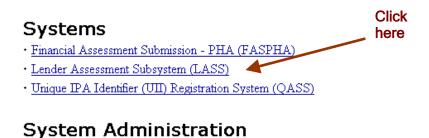
Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

Warning Notice

The Secure Systems security access software supports Internet Explorer 6.0 browser. Internet Explorer 5.0 browser is supported for all processing systems except ARAMS. Other browsers may not be compatible with this software.



Step 4: Click on the link for 'Lender Assessment Subsystem' from the main menu. See below.



· Password Change

Step 5: Choose the appropriate client name from the dropdown list and click 'Search'. See below.



Note: After clicking 'Search' the user will be brought to the LASS inbox. These are the steps the user must follow each and every time the user wishes to access LASS.